



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Correspondence and Records Supervisor
(Executive Office)

SOLICITATION No. 11-011

OPENING DATE: March 15, 2011

CLOSING DATE: April 5, 2011

MARKET VALUE: FSN-07 (USD 22,539 – USD 33,807, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

This position is located in the Information Technology (IT) section of the Executive Office, USAID/Iraq Mission. The primary purpose of this position is to manage and carry out the Mission's Records and Correspondence (R&C) program and Vital Records Program. Develops and maintains systems for control of all unclassified records and correspondence held in the Mission. Studies and modifies procedures for the receipt, control, processing, distribution and dispatch of unclassified correspondence. Manages the Mission's records maintenance, storage, retrieval and disposal. Provides guidance to the Files Custodians in each Office/Team, R&C training to new secretarial staff and conducts periodic R&C Management workshops. Maintains inside USAID Intranet web, updates it as appropriately needed. Makes the annual Newspaper subscription for the Mission. Makes main purchasing recommendations about copiers and its expendables.

DETAILED DUTIES AND RESPONSIBILITIES

A. Mail And Filing System Administration (%45)

Administers the total mail and filing system within the Mission. Work includes establishing and maintaining the files system, both centralized and decentralized. Manages the overall Records and Correspondence function for the Mission. On a day-to-day basis, oversees the maintenance and ensures the integrity of the Mission's Master chronological files. Locates and provides files requested by Mission staff, recording charge out of file. Follows up to ensure return and refiling. Performs or coordinates the control, processing, data entry and distribution of all Mission correspondence, which includes unclassified and SBU cables, letters, faxes, U.S. pouch and postage, local postage and messenger service. Sends and receives faxes and cables. Maintains log books, personally logging in all incoming and oversees the logging in of all outgoing material. Keeps a log of

incoming and outgoing correspondence through the Communications Tracking System. Develops new systems as required; e.g., a system for logging incoming faxes. Sorts and classifies documents and correspondence and files in accordance with established standards. Maintains filing system, creating new files as needed and removing inactive ones as required by USAID regulations. Issues the list of outstanding actions (open ones) on a weekly basis. Manages the records maintenance (all official program, project and administrative files), storage, retrieval and disposal functions for all Teams and administrative offices. Establishes procedures for the destruction of records and for the storage, retirement and archiving of documents. Assists and directs the activities of the Files Custodians. Reviews the files in temporary storage. Advises File Custodians when the destruction date arrives and obtains Office Chiefs' approval for disposal action. Maintains the off-site files storage area. Retrieves those records upon request for Mission personnel. Responds to requests for information, researches files and provides assistance to Mission staff. Ensures that all official records received are categorized properly in accordance with provisions of the Automated Directives System (ADS), Section 502. Ensures that all folders contained in each box are of the same year; that folders are properly marked by a folder code; and assigns box numbers to each container going to off-site storage. Receives, logs and distributes USAID directive transmittals, transmittal sheets, and transmittal check list sheets for the mission. Maintains directives, FAMs, AIDARs and other basic administrative and programmatic documentation in good order and up to date. Ensures that all USAID/W General Notices and EXO Nets are distributed throughout the Mission and that transmittal sheets are properly maintained.

Prepares weekly delinquent reports for the Mission. Makes periodic and special reports to USAID/W regarding records management as prescribed in the ADS or as requested. Receives incoming cables, faxes and other correspondence. Assigns action and suspense dates, identifies staff elements to be sent information copies and routes all incoming correspondence. Receives Embassy messages for USAID staff and forwards these accordingly. Supervises the mailroom function. Sorts and distributes incoming mail and internal documents according to subject matter, officer responsible for the function or addressee. Keeps the log book for pouch boxes tracking number for US Staff.

B. Mission Intranet maintenance; Operating environment Efficiency and Serviceability (35%)

Manages the Mission's Intranet website. Updates the news by identifying news items on the Internet which may be of interest to the Teams and Offices, downloading these and then uploading to the website. Maintains and updates the website with, forms, general notices, mission orders, visitors list, etc.

Ensures the operating environment efficiency and serviceability. Monitors and reviews the bills, prepares Public Vouchers, issues Bill for Collections for personal service usage.

Decides the supply level of expendables for Mission copiers, the level of envelopes, laminating pouches, Polaroid Films, binding covers and combs. Provides newspaper subscriptions for the Mission. Monitors its retrieval, monitors and reviews the billing.

C. Vital Records Program Management (20%)

Manages the Mission Vital Records Program and Records Disposition Program. Prepares and drafts yearly reports to USAID/W concerning the USAID/Iraq official files program. Drafts memos to provide new information and guidance to Files Custodians. Maintains continual preparedness for audit. Maintains logs and records and drafts other reports as required. Prepares vital records list and disposition plan for USAID/W. Plans and conducts workshops for Mission's Files Custodians and other clerical/secretarial staff who perform correspondence and filing duties. Periodically inspects and reviews records and files maintained in all Mission

offices. Provides on-going, as needed files training to Files Custodians during files surveys conducted in each Office on a fiscal year, calendar year and mid-year basis. Provides training also to all new secretaries. The C&R Supervisor position requires the regional oversight over Records Management Program and Vital Records Program implementation of USAID PRT Offices. Performs other miscellaneous related duties as assigned.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

Education (20 Points): College Degree is required.

Experience (25 Points): Three to five years of administrative / Government Service s/ Para-professional is required. At least 1 year within an International Organization is required. Two to Three years of supervisory experience is required.

Language Proficiency (10 Points): Level IV (fluent) in both English and Arabic is required.

Knowledge (25 Points): Must have a thorough knowledge of USAID/W regulations on correspondence control and files management and a good knowledge of Department of State mail handling instructions, ADS 502, Records Management Guidance. Must have good general knowledge of the unclassified records maintained by the Mission and of the system by which these records are kept. Must have a good general knowledge of the organization, functions, personnel, and practices of the activities to which service is provided.

Skills and Abilities (20 Points): Must have administrative and managerial abilities to organize, manage and supervise the communications and records function and staff. Must have the ability to analyze existing systems and procedures and recommending improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to Mission personnel and to train Files Custodians in the establishment, maintenance and disposition of decentralized, project and working files. Must have a standard Level of Keyboard / Data Entry, Numerical, Technician and Computer Software.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html